



Tennessee State Board of Accountancy
Department of Commerce and Insurance

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MINUTES

TENNESSEE STATE BOARD OF ACCOUNTANCY MEETING

December 18, 2003

The meeting of the Tennessee State Board of Accountancy convened in the Davy Crockett Tower, Nashville, Tennessee, December 18, 2003, at 1:00 pm via Teleconference.

Members present via telephone were David Curbo, Chairman; Micheal Vaughn, Vice-Chairman; Mark King, Secretary; L. Dan Johnson, Mark Layne, Doug Warren and Kenneth Cozart. Present at the physical location were Linda Biek, Acting Executive Director; M. Connaught O'Connor, Staff Counsel; Leona Johnson, Administrative Assistant III; and Linda Goodwin, representative for Robert Gowan, Assistant Commissioner.

David Curbo called the meeting to order at 1:00 pm and announced a quorum was present and named each Board Member on line and all staff members present at the physical location. Mr. Curbo reported that the only item on today's agenda was to hear the Executive Director Search Committee's report and recommendation.

Connaught O'Connor began the meeting by reading the suggested letter to Richard Arnold regarding the necessity of this teleconference meeting. This letter was agreed to by the Board Members and will be sent immediately following the meeting.

Ms. O'Connor then informed the Board that she would verify that the Executive Committee of the Board could handle the issue related to establishing the salary/compensation package for the Executive Director. She will report her findings to the Chairman.

Mike Vaughn then reported that the Executive Director Search Committee had received several resumes expressing interest in the Executive Director position. After review of the resumes, five individuals were selected for face-to-face interviews. One individual (using contact information listed in the resume) could not be located and two individuals, when contacted, requested that they be removed from further consideration.

Two individuals, Ms. Linda Biek and Ms. Gaphelyn (Gay) Oliver, were contacted and interviews were scheduled with these individuals for December 5, 2003 at the offices of Lattimore, Black, Morgan and Cain in Brentwood.

Ms. Gay Oliver has been a tax auditor with the Tennessee Department of Revenue from 1988 through 1995 and then from that date through March 1998 was the Director of Internal Audit for the Tennessee Department of Environment and Conservation. Ms. Oliver was the Director of Internal Audit for Tennessee Department of Revenue from March 1998 through May 1999 and since that date has been employed with BellSouth as an account executive and an equipment specialist. She demonstrated good communication skills and has experience with supervision of staff. However, she presently does not possess an understanding of the Sarbanes-Oxley Act or any of its provisions. She does not possess a working knowledge of the computerized CPA Exam nor is she familiar with peer review

requirements. Also, she presently does not hold an active CPA license and would therefore need to reactivate her license to a current status.

Ms. Linda Biek has been employed as an investigator for the Tennessee State Board of Accountancy. She is licensed as a CPA in Tennessee and has had public accounting experience. She is presently functioning as the Interim Executive Director for the Tennessee State Board of Accountancy. Her experience with the State Board has allowed her hands on experience with the Peer Review process and the requirements for the upcoming computerized CPA Exam. She is also knowledgeable of the requirements of the Sarbanes Oxley Act. Ms Biek demonstrated good communication skills during the interview and has demonstrated good supervisory skills while functioning as the Interim Executive Director.

Mr. Vaughn communicated to the Board that it was the recommendation of the Executive Director Search Committee that Linda L. Biek be hired as the Executive Director of the Tennessee State Board of Accountancy and a motion was made to that effect. Dan Johnson seconded the motion and the floor was open for questions. A small discussion followed.

David Curbo called for a roll call vote to approve the Search Committee's recommendation that Ms. Linda L. Biek be hired as the Executive Director with the results as follows:

David Curbo - Yes
Doug Warren - Yes
Mike Vaughn - Yes
Kenneth Cozart - Yes
Mark King - Yes
Dan Johnson - Yes
Mark Layne - Yes

Mr. Curbo reported that he would send a letter to Robert Gowan reporting the Board's decision to hire Linda L. Biek as the Executive Director to be effective January 1, 2004, if possible. He also reported that the Executive Committee would discuss the Director's salary as a separate issue.

The Board Members then congratulated Linda on her hiring.

There being no further business to come before the Board the meeting was adjourned.

CHAIRMAN

SECRETARY